

UNIT Six:

Creating Charts



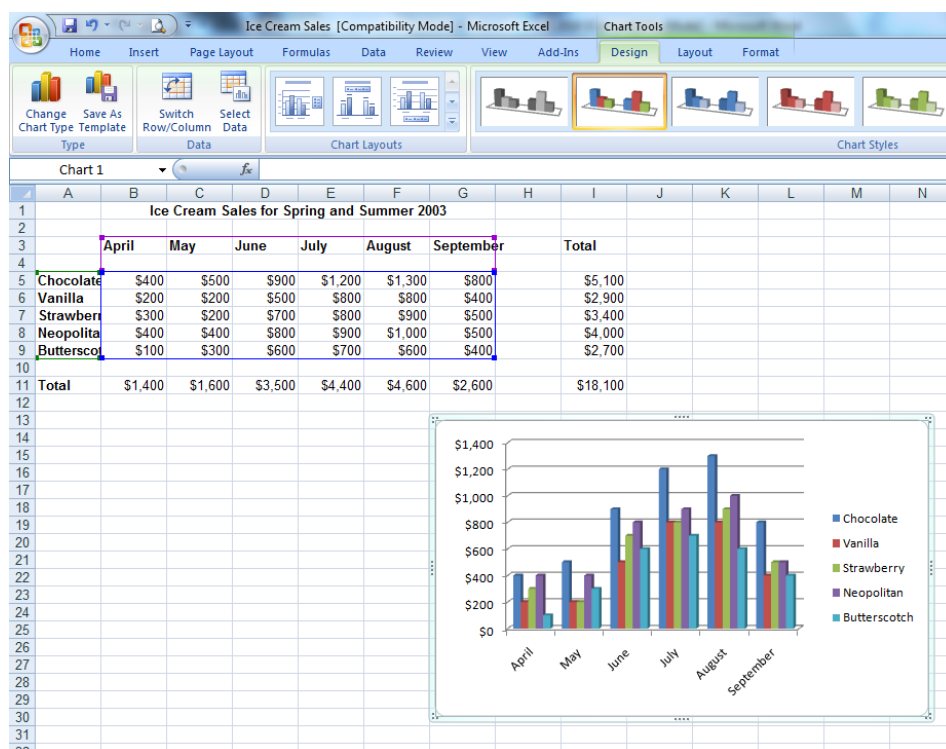
Topics:

- Create Charts with Worksheet Data
- Modify Standard Graphs
- Use Pie Charts with your Data

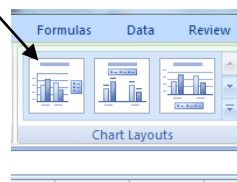
Do This!

I. Using the Chart Wizard:

1. Open the workbook called, **Ice Cream Sales**, located in the **Student Shared Folder** on the server.
2. Select all of the data in the worksheet, including the headings, but not the main title or the totals.
3. From the **Insert Tab Ribbon**, click the **Column Button, 3D Clustered**:

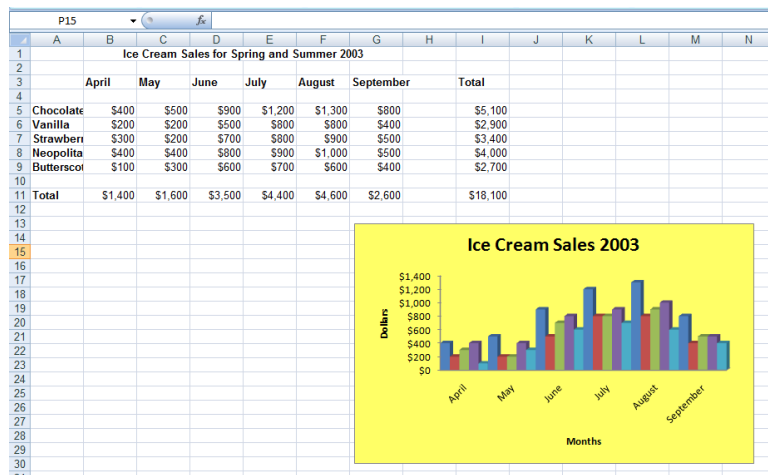


4. From the **Design Tab Ribbon**, click the **Layout #1** button in the **Chart Layouts** dialogue box to generate a chart title.

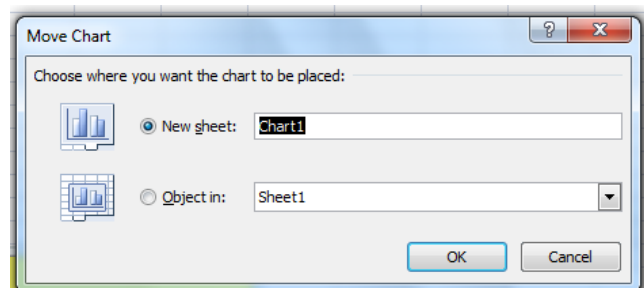


5. Click on the "Chart Title" and replace it with: **Ice Cream Sales 2003**.
6. From the **Design Ribbon**, select **Layout #8** in the **Chart Layouts** dialogue box to generate Axis titles.
7. Label each axis appropriately, "**Dollars**" and "**Months**".

8. Right-click **Gridlines** in the chart and select **Delete**. These gridlines should disappear.
9. Right-click inside the chart and select **Format Chart Area**. Under **Fill** click **Solid** and choose the color **Yellow**.
10. The chart should now look like this:



11. Click once on the chart so that it is selected. From the Design Tab Ribbon select **Change Chart Type**. Select under Column, **Stacked Pyramid**.
12. Click the **Undo Button** to return to your original 3-D Clustered Column chart.
13. If the chart is not selected, click once on the chart so that it is. From the Design Tab Ribbon click the **Move Chart Location Button**.
16. Click **New Sheet: Chart 1**. Hit **ENTER**.



17. Your chart moves to a chart screen and your screen should be similar to this. Notice the tabs at the bottom of your screen allowing you to click back and forth from your worksheet to your chart.

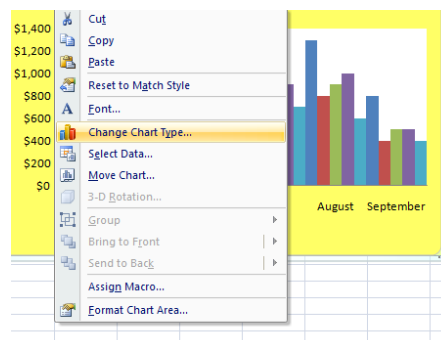


18. Now move the location of the chart back so it appears on the worksheet.

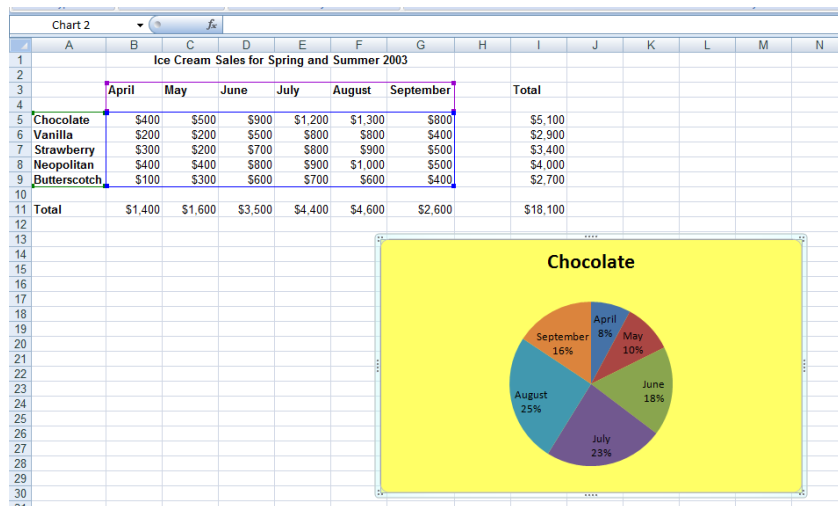
19. Save As Ice Cream Sales in your documents.

Do This: II. Changing Chart Type:

1. With the Ice Cream worksheet still on your screen, **right-click** inside the chart. Select **Change Chart Type**.



2. Select **Pie** and click **OK**.
3. With the chart selected, click **Layout #1** under **Chart Layouts** to show month labels and percentages for Chocolate ice cream. Your chart should look like this:



4. **Save** the file in your server folder as ***Ice Cream Sales 2***.
5. **Close** the worksheet.

Do This!

Unit 6 Exercise: SAVE, do not print.

Show the finished worksheet to your teacher

1. **Open** the worksheet called, ***Activity Four***.
2. Select **Cells A3 through H10** to highlight student names, dates, and marks for all of September.
3. Create a **Chart, Clustered Column with 3-D Effect**.
4. Include the following on the chart:
 - Chart Title: **Marks for September**
 - Category (X) axis: **Names**
 - Value (Z) axis: **Marks**
5. **Click and drag** the chart beneath the data worksheet. **Resize** it so that it does not exceed Column L.

6. If your name does not appear in **Cell A14**, type it there.
7. **Save** this worksheet in your server folder as: **Activity Six**.

Unit Six

Review Questions

1. A chart title:
 - a. Identifies what the chart represents
 - b. Explains the data
 - c. Saves the chart to the workbook
 - d. Both a. and b. are correct
2. In Excel, you can right-click within the chart to edit it.
 - a. True
 - b. False
3. The chart can only appear as an object in the worksheet.
 - a. True
 - b. False
4. You can easily change any part of a chart in Excel to improve your presentation.
 - a. True
 - b. False
5. You can insert the following charts into an Excel workbook:
 - a. Column
 - b. Bar
 - c. Pie
 - d. All of the above